



# Members' Continuing Education Program

## Objective

To provide financial assistance to aid ASMC members in continuing their educational endeavors and to encourage the establishment of local ASMC chapter members' continuing education programs.

## Award Criteria

- Applicant must be a member or corporate member designee of ASMC. Applicant should have been a member for at least two full years prior to the submission due date.
- Applicant should be entering or be in a field of study related to financial/resource management (business administration, economics, public administration, computer science, or operations research related to financial management, accounting, or finance.)
- In order to be eligible for the Dick Vincent Scholarship, Applicant needs to show activity in the local chapter at some level (board member, committee chairperson or member, volunteer for chapter events.) Applicant's justification of his/her desired outcome for continuing his/her education and use of this grant will be the key factor in selection.
- Applicant must have three letters of recommendation from (1) local ASMC chapter president, (2) organizational manager, personnel/training officer or supervisor and (3) academic institution official.
- No member will be permitted to be a winner more than two consecutive years.

## Submissions Requirements

Nominations must be submitted on the official ASMC Members' Continuing Education Program form and endorsed by the member's ASMC Chapter President. Nominations from at large members should be endorsed by any local ASMC Chapter President or National Officer. Applicants who are themselves Chapter Presidents must have the nomination package endorsed by another officer of their local chapter. There is no limitation on the number of Applicants per chapter and no relationship between the number nominated and the number selected. If any of the requirements are not met, packages will not be considered and will not be returned.

## Award Selection Procedures

A selection panel, chaired by the National Awards Committee, will review all applications received and make final recommendations to the ASMC National Executive Committee, who will approve final award winners. Chapter Presidents will be notified by May 1 if their Applicant has been selected as a winner. All notifications will be done via letter; please, no phone calls from individuals or chapter officers. Selection will be based on individual merit and other criteria outlined above.

## Recognition

ASMC will provide up to fifteen grants, \$1,000 each, annually. One of these winners will be selected as the Dick Vincent Scholarship Winner. That winner will be presented the award at the annual Professional Development Institute. All other grants will be presented to the ASMC member by the appropriate local ASMC Chapter. The recipients may be publicized at chapter meetings, in newsletters, and in the *Armed Forces Comptroller*.

## Deadline

The ASMC National Headquarters **must receive** applications not later than February 28 to be considered by the selection panel. If February 28 falls on a weekend or federal holiday, the deadline will be the next business day. No faxed applications will be accepted. No exceptions to this deadline will be allowed.

## For More Information

ASMC National Awards Committee  
Scholarship/Continuing Education  
Jennifer Powell  
301-227-7426 or DSN 287-7426

## Send Submissions to:

American Society of Military Comptrollers  
Attn: Members' Continuing Education Program  
225 Reinekers Lane, Suite 250  
Alexandria, VA 22314-2875



# Members' Continuing Education Program Application Form

## Academic Information

Name of School: \_\_\_\_\_

Location: \_\_\_\_\_  
City State

Course of Study: \_\_\_\_\_

Date You Will Begin or Began: \_\_\_\_\_

Number of Credit Hours per Term: \_\_\_\_\_

Are you working toward a degree?

Yes \_\_\_\_\_ No \_\_\_\_\_ Degree \_\_\_\_\_

Are you receiving financial assistance? (Ex: Tuition Assistance, Montgomery GI Bill, other scholarships, etc.)

No \_\_\_\_\_ Yes \_\_\_\_\_ How much? \_\_\_\_\_ From \_\_\_\_\_

### Goals: Explain in approximately 500 words *(one additional sheet may be attached)*

What is your desired outcome for continuing your education? What is your purpose for these funds? (How will this financial grant be used?)

## Letters of Recommendation

Attach three letters of recommendation. Letters of recommendation must address Applicant's scholastic achievements, leadership ability, extracurricular activities, career and academic goals and financial needs. The three letters of recommendation must be from:

1. Local ASMC Chapter President
2. Organizational Manager, Personnel Training Officer or Supervisor.
3. Academic Institution Official.

Mail To: ASMC National Headquarters, Attn: Members' Continuing Education Program, 225 Reinekers Lane, Suite 250, Alexandria, VA 22314-2875

*Do not use this form after April 1999*



# Members' Continuing Education Program Application Form

(Applications must be received by February 28, 1999)

## Personal Information

Name: \_\_\_\_\_  
RANK/GRADE FIRST M.I. LAST

Position Title: \_\_\_\_\_

Home Address: (Include Zip Code or APO/FPO #)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
DSN/FTS AREA CODE COMMERCIAL DSN/FTS AREA CODE COMMERCIAL

E-Mail Address: \_\_\_\_\_

Employing Agency: \_\_\_\_\_

Agency Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Position: \_\_\_\_\_ Grade/Series or Rank: \_\_\_\_\_

To the best of my knowledge, the information contained in this application is true and correct

\_\_\_\_\_  
Applicant signature Date

## Chapter Endorsement (Must be Chapter President)

Name: \_\_\_\_\_  
RANK/GRADE FIRST M.I. LAST

\_\_\_\_\_  
Signature

Official Chapter Address: (Include Zip Code or APO/FPO #, no sub-chapters)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
DSN/FTS AREA CODE COMMERCIAL DSN/FTS AREA CODE COMMERCIAL

E-Mail Address: \_\_\_\_\_

Applicant's participation in chapter: (list offices held, event participation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_